

# ADMINISTRATIVE ASSISTANT REPORT

June 2013

06/23/13

## **FINANCIALS:**

### **1. AUDIT:**

- a. Maitland, Singler & Van Vlack (M,S,VV) did the testing phase of the audit for the year ending 12/31/2012 on June 19<sup>th</sup>, 2013. It appeared to go very well and they didn't seem to have many questions. They have completed their "on-site" testing portion, but will be requesting information from me for the next couple of weeks as they finish up. Thank you again to Carol & Patty for being so available to the auditors.
  - i. Please let me know if you have any questions for the auditors. The Town Board had declined to have Mark Van Vlack review the year-end audit at a Town Board meeting. However, Pete will be meeting with Mark to review their finding & suggestions.
- b. The auditors will then complete the financial report for the Town within the next couple of months. Once their preliminary audit & financial report results is received, I'll draft the Management Discussion Report and submit to the Town Board for approval. The approved Report will be incorporated within the audit and Van Vlack will send the final audit reports to the Town.

### **2. BUDGET:**

- a. Does the Town Board want to start on any 2014 budget planning and/or discussion regarding long-range plans, capital outlays, staffing, etc.? The budget process typically starts mid-Sept.

### **3. GRANTS:**

- a. As part of the audit, actual revenues and expenditures are needed for each of the grants; for both reporting purposes, as well as audit requirements.
  - i. In order for M,S,VV to complete the audit reports for the period ending 12/31/2012, I need to have the calculations done for all projects – 2012 town labor & benefits, town equipment use and value of town materials, as well as costs incurred by sub-contracts and materials purchased.
  - ii. This will tie into the grant reimbursement requests, but will take quite a bit of time, as well as time spent with Keith to separate out costs associated with each project component as well as which funding source.

### **4. PAYROLL:**

- a. June is the end of the 2<sup>nd</sup> Quarter; the quarterly payroll reports must be completed and submitted to the various State & Federal agencies by the end of July.
- b. During the audit, taxable fringe benefits were discussed and the need for monthly accounting and reporting, instead of at year end. I'll need to work with the accounting software company to make sure their payroll system can accommodate what is needed.

**5. ACCOUNTING SOFTWARE:** I've spent some time on the phone with the current accounting software company and the plans to convert their software program to a remote application – nothing would be stored on the town's computer – access would be via the internet. It seems more and more companies are going to this method. We are hoping next week to set the Town up on a trial run and see how it goes. When the trial run has any bugs worked out, my hope is to have a payroll learning/training session so that several others in the Town Hall are comfortable with processing payroll too, as a backup.

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Page 2

## MISCELLANEOUS:

1. Just a reminder that the 4<sup>th</sup> of July falls on Thursday this year and the Town Hall will be closed that day.
2. As per the June 13<sup>th</sup>, 2006 Town Board Proclamation to Celebrate Lake Superior Day as the 3<sup>rd</sup> Sunday in July, the 2013 Lake Superior Day will be **July 21<sup>st</sup>, 2013**.
3. Pete Clark, Town Administrator is taking over all the non health related insurance issues, questions, coverage, correspondence, etc. Thank you Pete!
4. Now that the winter season has passed, the remaining funds in the Winter Transportation Committee (WTC) Designated Fund should be returned to the Bayfield School and MIFL. I have drawn up vouchers for your approval at this Town Board meeting. There has been some talk about starting the WTC once again, which is a great idea.
5. I will be out of the office Monday, June 24<sup>th</sup> and Tuesday, June 25<sup>th</sup>. I have asked everyone to please turn in to me, by Sunday, all invoices to be paid and all timesheets if possible. Any invoices coming in later can be paid at the July 9<sup>th</sup> Town Board meeting. I will process the rest of payroll on Weds, June 26<sup>th</sup>. Thank you to those departments – it has really helped!

Respectfully submitted,

Barb Nelson  
Administrative Assistant